

HABEAS CORPUS RESOURCE CENTER

303 Second Street, Suite 400 South | San Francisco, California 94107

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www.courtinfo.ca.gov/careers

www.hcrc.ca.gov

EMPLOYMENT OPPORTUNITY

Job Title: HCRC Receptionist II (Full-time position)

Job Requisition No.: 3365

Location: San Francisco, California

Salary: \$3,188 - 3,874 per month

Overview:

The Habeas Corpus Resource Center (HCRC) in San Francisco is recruiting for full-time Receptionist. Working hours are Monday through Friday, from 8:30 a.m. to 5:30 p.m.

Under the supervision of the Supervising Administrative Coordinator, the Receptionist provides varied telecommunication and clerical support to office staff members providing representation of indigent death-row inmates in habeas corpus proceedings; other projects as assigned.

The HCRC is a judicial branch agency established to provide direct legal representation to death row inmates in post-conviction proceedings in state and federal courts and has an authorized staff of 86 people, including 34 attorneys. Additional information about the HCRC can be found at www.hcrc.ca.gov.

Responsibilities:

- Acts as the receptionist for the HCRC
- Answers the telephone, determines the purpose of the call, and directs calls to the appropriate staff person
- Accepts collect calls from death-sentenced prisoners and logs all collect calls; assists in placing special calls
- Performs a variety of basic office support and clerical duties, such as collating materials, stuffing envelopes, creating simple reports, scanning, and sending faxes as requested
- Tracks staff availability and pages staff when necessary
- Operates personal computer and a variety of office equipment (computer, printer, scanner, copiers, etc.)

Working Conditions:

- May be restricted to work area for long periods of time

Qualifications:

Equivalent to graduation from high school and two years of receptionist experience OR one year as a Receptionist I with the Judicial Branch.

Knowledge of:

- Office practices and procedures, including filing and the operation of office equipment
- The operation of personal computers and the use of specified computer applications, such as word processing and basic data entry
- Correct business English, including spelling, grammar, and punctuation
- Record-keeping principles and practices
- Techniques for dealing effectively with staff, judges, court personnel, clients, and others in person and over the telephone
- Basic principles of office security

Ability to:

- Communicate effectively in person and over the telephone
- Interact tactfully and effectively with those contacted in the course of the work
- Determine the nature of a call or visit quickly and effectively and appropriately direct the call or visitor
- Operate telephone and paging systems
- Understand and follow oral and written directions
- Perform detailed office support work accurately;
- Safely operate a variety of standard office equipment
- Organize and maintain accurate files and records
- Organize own work, set priorities, and meet critical deadlines
- Operate personal computers and use specified computer applications, such as word processing and basic data entry
- Establish and maintain effective working relationships with those contacted in the course of the work

How to Apply:

This position requires submission of an official application and response to the supplemental questionnaire. Resumes without these materials will not be considered. Please refer to Req-3365 in all communications, including your application.

You can complete an online application on the California Courts Career Opportunities web site at <http://www.courtinfo.ca.gov/careers>.

For earliest consideration, please apply by Monday, October 20, 2008. Applications will be accepted after the earliest consideration date until the announcement is withdrawn. This position is opened until filled.

The recruitment process is lengthy. Every application is reviewed in its entirety. Candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. All applicants will be notified when the recruitment has been closed. Due to the volume of applications received, we request that applicants refrain from contacting HCRC regarding hiring status.

Salary and Benefits:

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$115 transit pass subsidy per month
- CalPers Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

Please note: If you are selected for hire, the Administrative Office of the Courts will require verification of employment eligibility or authorization to legally work in the United States.

THE HABEAS CORPUS RESOURCE CENTER IS AN EQUAL OPPORTUNITY EMPLOYER.

**Supplemental Questionnaire
for
HCRC Receptionist (Req-3365)**

Please answer these questions fully using additional sheets of paper if necessary. The HCRC uses the answers, in addition to the information in the application, to assess applicants for interview.

1. What factors appeal to you about working for the Habeas Corpus Resource Center as a full-time Receptionist?

2. Briefly describe your experience as a Receptionist – include information about the phone system, the number of staff served, and the supplemental clerical work required.

3. What do you think is the most challenging aspect of the reception desk?